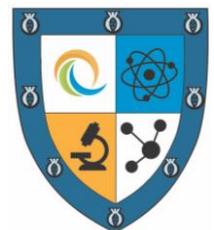




**SAFER RECRUITMENT POLICY
FOR SCHOOLS WITHIN QUEST**

**St. Peter's C. of E. Primary School, Hindley
Hindley Green Community Primary School
St. John's C. of E. Primary School, Hindley Green
St. John's C. of E. Primary School, Abram
University Collegiate School, Bolton**



September 2021

Review date September 2023

Safer Recruitment Policy

QUEST takes its responsibility to safeguard and promote the welfare of children very seriously (under section 175 of the Education Act 2002).

This policy has been developed in accordance with the principles established by the School Staffing Regulations 2009, the School Staffing (England) (Amendment) Regulations 2013, Children Acts 1989 and 2004; the Education Act 2002, and in line with government publication Working Together to Safeguard Children 2018. The guidance reflects, 'Keeping Children Safe in Education' 2019. It is intended to ensure that all stages of the recruitment process contain measures to deter, identify, prevent and reject unsuitable people from gaining access to pupils within schools/Trust.

We recognise that all adults, including temporary staff, volunteers and directors, have a full and active part to play in protecting our pupils from harm, and their welfare is our paramount concern. The appointment of staff is one of the most important responsibilities of the Trust. We take all reasonable steps to avoid against employing people who might pose a danger to pupils. Safeguarding children is a priority and incorporating safeguarding measures in the recruitment process is an essential part of that.

It is important to deter anyone who may pose a danger to pupils from the beginning of the recruitment process by showing that we have a rigorous process that does not tolerate any form of abuse.

Advertisements

All advertisements include the following statement:

The Board of Directors is committed to safeguarding and promoting the welfare of all children.

All advertisements state the need for the successful applicant to undertake an enhanced criminal record with barred list check through the Disclosure and Barring Service (DBS).

All job descriptions and/or personal specifications also state the requirement of an enhanced DBS check. All candidates are also made aware that they must be legally entitled to work in the UK and comply with the Immigration, Asylum and Nationality Act regulations.

An information pack is available to all prospective applicants, included in this is a copy of our Safeguarding, Child Protection and Early Help Policy. These can also be found on the Trust website <https://www.questrust.org.uk>

Applications

All applicants are required to complete our application form with a supporting letter of application. We do not accept applications by CV or letter as they are left to the discretion of individual applicants and contain only information that they choose to provide. Using an application form provides a 'safety net' in the recruitment process as candidates are required to sign a statement to confirm the accuracy of the information they have provided and are warned about the potential consequences of false statements.

To support the safeguarding of children, all application forms are scrutinised to ensure that:

- They are fully and properly completed
- The information provided is consistent and does not contain any discrepancies, and
- Any gaps in employment are identified

Incomplete applications will not be accepted. Any anomalies or discrepancies or gaps in employment identified will be noted so that they can be taken up as part of the consideration of whether to shortlist the applicant.

References

All candidates are required to provide two references, E-mail addresses for referees are mandatory and applications without e-mail addresses will not be considered. References are requested directly from the referee and preferably from a senior person with appropriate authority, not just a colleague. The two references are requested for all shortlisted candidates, including internal applicants, prior to interview so that any issues or concerns raised can be explored further with the referee and / or taken

up with the candidate at interview. In rare circumstances, it might not be possible to obtain references prior to interview, either because of delay on the part of the referee, or because a candidate has exceptional reasons to the current employer not being approached until a later stage. However, obtaining references prior to interview is the aim in all cases.

The candidate nominates their own referees. However, the Trust insists that the current (or most recent) employer is always one of the referees. If the employer is / was a school/academy then the referee provided must be the Headteacher/Principal of that school. Where the applicant is not currently working with children but has done in the past, the second referee should be the employer by whom they were most recently employed to work with children. Two references must be received for all candidates.

The purpose of seeking references is to obtain objective and factual information to support appointment decisions. References will be scrutinised and any concerns resolved satisfactorily, before the appointment is confirmed, including for any internal candidate. Referees are asked to complete the Trust's pro-forma which asks if the candidate has ever been the subject of any child protection issues or concerns, if the candidate is suitable for work with children and if would they recommend the candidate without reservation, if the candidate has ever been subject to any disciplinary procedures and the candidate's current employer will be asked for details of any capability history in the previous two years, including the reasoning.

If all questions have not been answered or the reference is vague or unspecific, the referee will be contacted and asked to provide written answers or clarification as appropriate. If neither are clarified, this will be considered prior to full appointment.

The information given in the reference is also compared with the application form to ensure that the information provided about the candidate and their previous employment by the referee is consistent with the information provided by the applicant on the application form. Any discrepancy in the information will be taken up with the applicant and the referee.

References provided by the candidate or open references and testimonials addressed 'to whom it may concern' are not relied upon.

Any information about past disciplinary action or allegations that are disclosed should be considered carefully when assessing the applicant's suitability for the post (including information obtained from the Teacher Services' checks referred to below). Further help and advice can be sought from the Advisory, Conciliation and Arbitration Service (ACAS) website.

Digital footprint

The Trust is committed to ensuring that safeguarding is a top priority; therefore, where appropriate, the Trust may check candidates' social media or other online activity prior to interview.

This process may include a search for the candidate via:

- Instagram
- Google
- Facebook
- Twitter etc

Any concerns will be addressed during the interview process.

Interview

Once shortlisting has taken place and the successful candidates have been selected, an invite to interview letter is sent to all candidates as part of the invite to interview process. The letter reiterates the need for the successful applicant to undertake an enhanced DBS check. A copy of the Trust's Child Protection and Safeguarding Policy is also sent to candidates. Copies of these policies are also available on the Trust website – <https://www.questrust.org.uk>

On the day of the interview all shortlisted candidates are required to bring identification to be checked in accordance with DBS requirements, appropriate documents that must be able to satisfy the requirements of the Immigration, Asylum and Nationality Act and qualifications.

If any candidate applications forms were received unsigned or signed electronically the candidates will be asked to sign the Disclosure section at interview.

All selection (interview) panels will consist of at least two senior members of staff, at least one of these staff will have a Safer Recruitment qualification as outlined in the School Staffing Regulations 2009. For senior posts, Directors may also be included. Selection panel members should be consistent throughout the whole interview process.

A range and balance of interview questions that relate to the person specification criteria are devised for each interview. In addition to assessing and evaluating the applicant's suitability for the particular post, the selection panel will also explore:

- The candidate's attitude toward children and young people
- Their ability to support the Trust's and school's agenda for safeguarding and promoting the welfare of children
- Their understanding of safeguarding
- Any concerns, inconsistencies or discrepancies in their application form. The answers to these questions will also be followed up with referees.

At the end of the interview all candidates are advised that if they are successful, their offer of appointment is conditional, and is made subject to a satisfactory DBS check, two positive references and medical clearance. They are asked if they foresee a problem with this and given an opportunity to discuss any concerns they may have.

Where a reference has not been obtained on the preferred candidate before interview, the Trust will ensure that it is received and scrutinised, and any concerns are resolved satisfactorily, before the person's appointment is finally confirmed.

For successful candidate/s, written records of the interview/s, observations and/or tests will be kept on the personnel file.

Appointment

The successful candidate will be offered the appointment subject to:

- Two references satisfactory to the employer (if not possible to obtain prior to interview) – as stated above
- Satisfactory completion of an enhanced criminal record with barred list check through the Disclosure and Barring Service (DBS)
- Medical and other employment checks undertaken by the Trust - Successful candidates are required to complete a pre-employment Health Questionnaire. Upon receipt of the completed questionnaire Health management will then advise if the candidate is fit for work or fit for work with some recommendations / adaptations to be considered or unfit for work. With the candidates consent, Health Management may need to contact a candidate's GP for further information on their medical history before a decision can be made on their fitness for work.
- Verification of qualifications
- Legal right to work in the UK - This will usually be the candidate's EU/UK passport. However, the Trust will follow Government issued guidance in cases where a candidate is unable to provide an EU/ UK passport. For candidates from countries in the European Economic Area (EEA) checks will be carried out to confirm that they are not subject to a sanction or restriction imposed by another EEA professional regulating authority for teachers
A copy of the evidence will be taken and kept on the candidate's file. Following government regulations for employing migrant workers the Trust will carry out all checks to ensure that any worker is legally entitled to be working in the UK.
- Academic and teaching qualifications (if applicable) - Upon appointment/interview all candidates will be asked to provide original proof of any professional qualifications they hold

which are either required for, or relevant to, the position. Copies will be taken and kept on their personnel file.

If no original is to be found, the Trust will ask the candidate to order replacement certificates.

- Prohibited from teaching check (if applicable)- The Trust will undertake a Prohibited Teacher Check using the DfE's on-line Teacher Services on any person to be employed to carry out teaching work since April 2012 before they begin work at the Trust. If they do not have QTS, the Trust will search by name.
- Medical fitness to teach/work directly with children
- Completion of staff suitability declaration (if applicable)
- Prohibition from Management of Independent Schools Check ("section 128 direction"):

The Trust will check whether staff appointed to management positions are subject to a section 128 direction. The posts, which would fall under this definition are:

- Principal
 - Senior Leadership Team staff (including non-teaching staff)
 - Teaching positions with departmental headship
- Overseas Candidates – Anyone applying for a visa to teach in the UK (from outside the EEA) who has spent 12 months or more overseas in the last ten years must submit a police check from those countries. Home Office Guidance states that applicants must provide a criminal record certificate for any country where you have lived for 12 months or more in the 10 years prior to your application, while ages 18 or over. Further information can be sought from <https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants>

If the overseas check is missing the Trust will complete a suitable risk assessment using the Safeguarding in Schools Risk Assessment - <https://www.safeguardingschools.co.uk/wp-content/uploads/2019/06/Risk-Assessment-no-Overseas-Check-v.1.0.pdf>

All teachers who have taught in an EEA country should be checked against EEA sanctions list to be found at the Teachers Regulation Agency.

As a rule of principle, all checks will be made in advance of appointment or as soon as practicable after appointment.

The successful candidate will then be sent an appointment letter which confirms their conditional appointment and that it is subject to the above pre-employment checks. Along with their appointment letter the successful candidate will be asked to complete the following forms and return them to the Business Development Department:

- Bank Form
- Emergency contact form
- Annual Declaration
- Staff Code of Conduct
- Staff Suitability form (if applicable)

In circumstances where any of the pre-employment checks prove to be unsatisfactory, a conditional offer will be withdrawn where it is appropriate to do so.

The Trust applies a consistent approach to recruitment and follows the starter checklist attached as appendix 1.

Outcomes of the Application and Recruitment Process:

Where the following apply, the Trust will report the facts to the Police and/or the Disclosure and Barring Service:

- The candidate is found to be on the Barred List, or the DBS Disclosure shows s/he has been disqualified from working with children by a Court; or
- The candidate is found to have been prohibited from the teaching profession;
- A candidate has provided false information in, or in support of, his or her application; or
- There are serious concerns about a candidate's suitability to work with children.

Induction

Induction is an extension of the recruitment process. Good recruitment and selection procedures help to ensure that the best person is appointed to the role, but it is equally important to induct them properly on commencement.

An induction programme is required for all new members of staff. The induction programme includes information on professional standards and boundaries in respect of child protection and safeguarding and promoting the health, safety and welfare of pupils.

Reference is made to relevant statutory requirements and/or local guidance in these areas. Statutory guidance includes, in particular, the DfE documents:

- 'Keeping Children Safe in Education' – all staff are required to read at least 'Part One- Safeguarding Information for All Staff'
- 'Working together to Safeguard Children' – which should be read and followed by all staff
- 'The Prevent Duty' – all staff are required to complete the PREVENT Duty training on-line at <https://www.elearning.prevent.homeoffice.gov.uk/edu/screen1.html>

The successful candidate will also be provided with copies of policies and procedures in relation to:

- Safeguarding and promoting the welfare of children, e.g. child protection, anti-bullying, Positive Behaviour Management, Intimate Care, ICT & E-Safety and safeguarding procedures.
- Social media policy
- Procedures and Protocols
- Staff Code of Conduct
- Information on how and with whom any concerns about those issues should be raised; and other relevant personnel procedures e.g. disciplinary, capability and whistleblowing.

The successful candidate is asked to sign to confirm that they have received all these policies.

The importance of adhering to Trust policies and procedures in these and all other areas will be emphasised. Care will be taken to ensure that all new employees are aware of and understand Trust policies, procedures and practice and are clear about their responsibilities in following them at all times. All employees will be required to read, sign and adhere to our Staff Code of Conduct.

Appointment and Safeguarding Procedures for Temporary Staff

The Trust sometimes engage professional supply teaching agencies. Checks are carried out with the relevant supply agency that the required checks have been carried out (identity, enhanced disclosure – renewed every 5 years, right to work in the UK, barred list, prohibition, qualifications, overseas checks, two references, declaration of medical fitness and checks on previous employment history). The Trust ensures that this is received in writing from the supply agency. The Trust will carry out an ID check on the supply staff on the first working day. The Information is input onto the school/Trust SCR (if the person is working for any length of time, e.g. beyond three days).

Supply teachers and other supply personnel, including agency staff, will receive all necessary information and guidance to enable them to carry out their temporary role effectively and in accordance with statutory requirements, as well as the Trust's policies, procedures and practices. This will include child protection and safeguarding arrangements.

Safer Culture

It is never sufficient to assume that a safer recruitment and selection process and robust induction arrangements are enough to ensure that the pupils are safe and that there is no risk to them within school. Creation of a safer culture, with on-going vigilance is essential. The Trust and its schools will continue to strive to create and maintain a safer culture by:

- Having in place, and putting into practice, clear policies and procedures and ensuring that all employees are aware of and understand them.
- Setting acceptable standards of conduct and behaviour from all.
- Having in place clear procedures for reporting concerns, ensuring that all employees and volunteers know what the procedures are and their responsibility for following them.
- Taking concerns seriously and providing support to individuals raising them.
- Taking appropriate action in relation to concerns raised.
- Having in place robust and appropriate induction arrangements.
- Ensuring that all employees undertake child protection and other relevant training on a regular basis.
- Keeping the commitment to safeguarding and child protection on the agenda through regular discussion and/or reminders at staff meetings, training sessions etc.
- Learning from experience
- Never thinking that enough has been done to ensure a safe culture
- Ensuring all staff have received adequate up-to-date safeguarding training.

This policy also links to our policies on:

- Safeguarding and Child Protection
- Staff Code of Conduct
- Whistleblowing
- Allegations against staff
- Privacy Notice for Job Applicants

Keeping Children Safe in Education September 2021

In September 2021, the DfE updated the statutory guidance on safeguarding.

Full guidance, **Keeping Children Safe in Education** can be accessed from:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1021914/KCSIE_2021_September_guidance.pdf

This policy was updated and approved by the Board of Directors on 23rd November 2021.

Signed: Chair of Board of Directors



QUEST

New Starter Checklist

NAME: _____

Action	Completed by	Date
Completed by Business Development Department		
Appointment letter sent		
Signed Application form		
Completed iTrent Appointment form		
Compliance with asylum, immigration and nationality act (I.D.)		
HMRC form (P46)		
Bank Form completed and received		
Emergency contact form completed and received		
Occupational Health check completed and cleared		
DBS received and cleared		
Qualifications copied		
Proof of National Insurance number		
Staff Suitability form signed and received <i>(if applicable)</i>		
References received and checked		
Staff Code of Conduct signed and received		
Annual Declaration		
Prohibition checked <i>(if applicable)</i>		
Email address requested from ABtec		
Piota app set up		
Principal/school notified of start date		
Central SCR <i>(where applicable)</i>		
Contract details input on to Bromcom		
To be completed by Admin Officer		
Personnel file created		
Induction completed		
Input onto Bromcom and SCR		
Fob/access card ordered if applicable		
Inventory badge ordered and added to inventory system		
Staff details added to school website		
Access to GDPR		
ICT Policy signed		
Written Statement of Particulars returned and signed by employee		
Statement of Particulars filed in personnel file and copy scanned to Trust HR Officer		

Documents checked and approved by Date

Flowchart of Disclosure and Barring Service Criminal Record Checks and Barred List Checks – Keeping Children Safe in Education 2021

